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MARINE CORPS WASHINGTON DC  
TRANSPORTATION TASK ANALYSIS.(U)  
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**TRANSPORTATION  
TASK ANALYSIS**

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**HEADQUARTERS, U.S. MARINE CORPS**

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

PART I	BACKGROUND INFORMATION SECTION
PART II	TASK SECTION
PART III	JOB SATISFACTION/DISSATISFACTION SECTION
PART IV	WRITE-IN SECTION
PART V	REMARKS SECTION

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### GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
3. DO NOT MARK OR WRITE OUTSIDE OF THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
4. IF IT IS NECESSARY TO CHANGE A RESPONSE BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED RESPONSE BOOKLET.

NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.



# PART I - BACKGROUND INFORMATION SECTION

## INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

### E X A M P L E S

2 SEX

MALE  
FEMALE

2

18. DO YOU HAVE A MILITARY  
DRIVERS LICENSE.

YES  
NO

### EXAMPLE MOS (3215)

6.	PRIMARY	MOS
0	C	C
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION)  
IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS  
1 TO 13. BE SURE TO RESPOND TO EACH ITEM.



NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 14 IN  
THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS:  
{SELECT ONLY ONE}

001 AIR DELIVERY MAN  
002 ASSISTANT EMBARKATION CHIEF  
003 ASSISTANT M/O FD CLERK  
004 EMBARKATION ASSISTANT  
005 EMBARKATION CHIEF  
006 EMBARKATION MAN  
007 LANDING SUPPORT MAN  
008 LANDING SUPPORT MAN/DRIVER  
009 LOGISTICS CHIEF  
010 LOGISTICS CLERK/DRIVER  
011 LOGISTICS DATA CONTROL CLERK  
012 LOGISTICS MAN  
013 LOGISTICS MAN/BEQ CHIEF  
014 LOGISTICS MAN/DRIVER  
015 LOGISTICS/MIMMS CLERK  
016 LOGISTICS/OPERATIONS CHIEF  
017 MAINTENANCE MANAGEMENT CHIEF  
018 MAINTENANCE MANAGEMENT CLERK  
019 MAINTENANCE MANAGEMENT NCO  
020 MATERIAL READINESS CLERK  
021 MATERIAL READINESS NCO  
022 MAINTENANCE MANAGEMENT INFORMATION SYSTEM NCO  
023 OPERATIONS CHIEF {LOGISTICS}  
024 SECTION CHIEF {LOGISTICS}  
025 SUPPLY ADMIN CHIEF  
026 SHORE PARTY CHIEF  
027 SHORE PARTY MAN  
028 SHORE PARTY MAN/DRIVER  
029 AIR FREIGHT OPERATIONS MAN  
030 CARGO HANDLER  
031 DIVISION CHIEF  
032 FREIGHT LANDING MAN  
033 FREIGHT LOADER  
034 FREIGHT LOADING MAN  
035 FREIGHT OPERATIONS CLERK  
036 FREIGHT OPERATIONS MAN  
037 FREIGHT TRANSPORTATION CLERK  
038 LONGSHOREMAN  
039 MESSENGER DRIVER  
040 PASSENGER TRANSPORTATION CHIEF



041 PASSENGER TRANSPORTATION CLERK  
 042 PLATOON SERGEANT {TRANSPORTATION}  
 043 RECORDS NCO {TRANSPORTATION}  
 044 SECTION CHIEF {TRANSPORTATION}  
 045 SQUAD LEADER {TRANSPORTATION}  
 046 TRANSPORTATION CHIEF  
 047 UNIT CHIEF {MOTOR T}  
 048 ASSISTANT DIVISION ROADMASTER  
 049 ASSISTANT MOTOR TRANSPORT CHIEF/SHOP CHIEF  
 050 ASSISTANT TRANSPORTATION COORDINATOR  
 051 CHIEF DISPATCHER  
 052 DISPATCHER  
 053 DISPATCHER/DRIVER  
 054 DISPATCHER NIGHT  
 055 DIVISION ROADMASTER  
 056 DRIVER  
 057 DRIVER/MESSENGER  
 058 EOD TECHNICIAN/DRIVER  
 059 GUARD MAIL DRIVER  
 060 HEAVY MOTOR VEHICLE OPERATOR  
 061 HEAVY UNIT LEADER {MOTOR T}  
 062 LICENSING EXAMINER {MOTOR T}  
 063 MEDIUM UNIT LEADER {MOTOR T}  
 064 MOTOR VEHICLE OPERATOR  
 065 MOTOR VEHICLE OPERATOR/DISPATCHER  
 066 MOTOR VEHICLE OPERATOR {SEDAN}  
 067 MOTOR TRANSPORT CHIEF  
 068 MOTOR TRANSPORT COURSE INSTRUCTOR  
 069 MOTOR TRANSPORT OPERATIONS CHIEF  
 070 OPERATIONS BRANCH CHIEF  
 071 OPERATIONS CHIEF  
 072 PLATOON SERGEANT  
 073 REFUELER OPERATOR  
 074 SECTION CHIEF  
 075 SECTION LEADER/DRIVER  
 076 SCHEDULING NCO  
 077 TEAM LEADER  
 078 TRACTOR TRAILER OPERATOR  
 079 TRANSPORTATION COORDINATOR  
 080 TRUCK DRIVER  
 081 TRUCK DRIVER/AMMO  
 082 TRUCK MASTER  
 083 TRUCK MASTER/SECTION CHIEF  
 084 STATION/BASE FACILITIES MANAGEMENT CHIEF

NOTE: QUESTIONS 15 THROUGH 38 DO NOT APPLY. YOU HAVE NOW  
 COMPLETED PART I. PLEASE WAIT FOR YOUR ADMINISTRATOR TO  
 PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.



## PART II - TASK SECTION

### INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK LISTING IN THIS BOOKLET.  
IN THE RESPONSE BOOKLET SHADE IN ONLY THE CIRCLES NEXT TO THE  
TASKS YOU ACTUALLY DO IN YOUR PRESENT JCB. THE CIRCLES TO THE  
RIGHT LABELED 1 THROUGH 7 ARE NOT TO BE COMPLETED UNTIL YOU  
HAVE READ ALL TASKS IN THIS BOOKLET.

### E X A M P L E

#### QUESTIONNAIRE BOOKLET

#### RESPONSE BOOKLET

#### TASK DONE

0001	TASK	●	0 0 0 1	1 2 3 4 5 6 7
0012	TASK	○	0 0 1 2	1 2 3 4 5 6 7
0035	TASK	●	0 0 3 5	1 2 3 4 5 6 7

THE TASKS PERFORMED IN YOUR PRESENT BILLET WDS FOLLOW:



1. MAINTAIN/UPDATE ADMINISTRATIVE FILES
2. OPERATE FIELD TELEPHONES
3. PERFORM OPERATOR CHECKS/SERVICES ON FIELD TELEPHONES
4. LAY/RECOVER COMMUNICATION WIRE LINES
5. OPERATE FM TACTICAL RADIOS
6. PERFORM OPERATOR CHECKS/SERVICES ON TACTICAL FM RADIOS
7. OPERATE RADIO REMOTE EQUIPMENT
8. AUTHENTICATE RADIO TRANSMISSIONS
9. REPORT IMITATIVE AND DECEPTIVE ENTRY BY ENEMY ON UNIT RADIO NETS
10. ENCODE/DECODE MESSAGES
11. CLEAN/MAINTAIN AN M60 MACHINEGUN
12. OPERATE AN M60 MACHINE GUN
13. INSPECT AN M60 MACHINE GUN AND AMMUNITION FOR SERVICEABILITY
14. ENGAGE A TARGET WITH AN M60 MACHINE GUN
15. ZERO AN M60 MACHINE GUN
16. CLEAN/MAINTAIN A CALIBER .50 MACHINE GUN
17. ZERO A CALIBER .50 MACHINE GUN
18. OPERATE A CALIBER .50 MACHINE GUN
19. INSPECT A CALIBER .50 MACHINE GUN AND AMMUNITION FOR SERVICEABILITY
20. ENGAGE A TARGET WITH A CALIBER .50 MACHINE GUN
21. MOUNT/DISMOUNT AN AN/TVS 28 (STARLIGHT) SIGHT ON A MACHINE GUN
22. ZERO AN AN/TVS 28 (STARLIGHT) SIGHT TO A MACHINE GUN



23. PREPARE MACHINE GUN RANGE CARDS
24. CONDUCT AREA SURVEILLANCE USING NIGHT VISION DEVICES
25. PURIFY PERSONAL DRINKING WATER
26. ALLOCATE SMALL ARMS AMMUNITION AND DEMOLITIONS
27. CAMOUFLAGE SELF, VEHICLES AND UNIT EQUIPMENT
28. REPORT ENEMY INFORMATION (SALUTE)
29. POSITION/EMPLACE A MACHINE GUN
30. CLEAR MINES
31. ANALYZE TERRAIN FOR LOCAL SECURITY PLANNING
32. EMPLACE/RECOVER ANTI-INTRUSION/EARLY WARNING DEVICES
33. CONTROL RATE AND DISTRIBUTION OF SMALL ARMS FIRE
34. REHEARSE UNIT DEFENSE PLANS
35. CLEAR FIELDS OF FIRE AND OBSERVATION
36. DESIGNATE PRIMARY FIGHTING POSITION FOR PERIMETER SECURITY
37. SELECT LISTENING POSTS
38. ESTABLISH LISTENING POSTS
39. ERECT/REMOVE WIRE OBSTACLES
40. CONSTRUCT ROAD BLOCKS
41. ORGANIZE SECURITY PATROLS
42. LEAD SECURITY PATROL
43. PREPARE/SUBMIT SMALL ARMS AMMUNITION AND WEAPONS REPORTS
44. LOCATE A POINT ON A MAP
45. ORIENT A MAP
46. SELECT A MOVEMENT ROUTE USING A MAP
47. NAVIGATE FROM ONE POINT TO ANOTHER USING A MAP AND COMPASS



48. ESTABLISH WORK PRIORITIES
49. SCHEDULE DAILY SHOP OR SECTION WORK ROUTINE
50. PREPARE UNSATISFACTORY EQUIPMENT REPORTS (UER)
51. REVIEW MARES/FORSTAT REPORTS FOR ACCURACY
52. PREPARE OPERATIONAL COST REPORTS
53. COORDINATE VEHICLE AVAILABILITY WITH REPAIR ACTIVITIES
54. MAINTAIN EQUIPMENT RECORDS
55. INSTRUCT/TRAIN PERSONNEL IN PREVENTIVE MAINTENANCE TECHNIQUES
56. SCHEDULE EQUIPMENT FOR MAINTENANCE
57. INVENTORY CONTROLLED ITEMS/EQUIPMENT
58. APPROVE/DISAPPROVE JOB OR WORK REQUESTS
59. ESTABLISH QUALITY CONTROL (ASSURANCE) PROCEDURES
60. ESTABLISH UNIT/SECTION TRAINING PROGRAM
61. ISSUE PUBLICATIONS TO SHOPS AND SECTIONS
62. UPDATE UNIT/SECTION TRAINING RECORDS
63. INITIATE FOLLOW UP OR TRACER ACTION ON SUPPLY REQUESTS
64. SUBMIT INPUT FOR PREPARATION OF BUDGET
65. ESTABLISH REPORTS CONTROL PROCEDURES
66. COMPUTE FIELD FORTIFICATIONS MATERIAL REQUIREMENT FOR DEPLOYING UNITS
67. COMPUTE PETROLEUM/OIL/LUBRICANTS (POL) PRODUCTS USAGE FOR DEPLOYING UNITS
68. COMPUTE MEAL, COMBAT INDIVIDUAL (MCI) USAGE FOR DEPLOYING UNITS
69. REVIEW EQUIPMENT REPAIR ORDERS (ERC) FOR CORRECTNESS AND COMPLETENESS



70. CLCSE OUT ERO IN THE LOGBOOK
71. MONITOR INPUT TO THE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) FOR CONTENT/ACCURACY
72. PREPARE TACTICAL EQUIPMENT REPAIR ORDERS (TERO)
73. MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS
74. REVIEW TERO FOR ACCURACY/COMPLETENESS
75. VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE
76. VERIFY AGREEMENT OF ERO AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCTED INTO REPAIR ACTIVITY
77. SUPERVISE PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES
78. ISSUE PARTS FROM LAYETTES
79. MAINTAIN/UPDATE TECHNICAL PUBLICATIONS LIBRARY (TPL)
80. SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY
81. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE
82. REVIEW PROGRESS OF MODIFICATION PROGRAM FOR TIMELINESS
83. REVIEW CALIBRATION PROGRAMS FOR TIMELINESS
84. PREPARE FORMS NECESSARY FOR EVACUATION, FLOAT AND WASHOUT IN LIEU OF REPAIR
85. INSTRUCT/TRAIN PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES
86. REVIEW PROGRESS OF MILITARY CONSTRUCTION PROGRAM FOR COMPLIANCE WITH SCHEDULES
87. DRAFT SOP FOR MAINTENANCE MANAGEMENT
88. MONITOR MAINTENANCE TECHNICAL TRAINING PROGRAM FOR EFFECTIVENESS
89. REVIEW MARES REPORT FOR VALIDITY OF INPUT



90. REVIEW ADMINISTRATIVE DEADLINE PROGRAM FOR COMPLIANCE
91. PREPARE EVICTION NOTICES FROM GOVERNMENT QUARTERS
92. AUTHORIZE CIVILIAN USE OF BASE FACILITIES
93. RESOLVE HOUSING COMPLAINTS
94. PERFORM MINOR MAINTENANCE REPAIRS TO GOVERNMENT FACILITIES (TROUBLE CALLS)
95. VERIFY AUTHORITY FOR LONG DISTANCE COMMERCIAL CALLS
96. SUBMIT TELEPHONE SERVICE REQUESTS
97. DISPATCH DAMAGE CONTROL TEAMS DURING TIME OF DISASTER
98. DESIGNATE EQUIPMENT FOR USE IN EMERGENCY CONDITIONS
99. FORECAST EXPECTED PERSONNEL USAGE DATA FOR DINING FACILITY
100. COORDINATE TENANT COMMANDS USE OF BASE FACILITIES
101. SCHEDULE REPAIR OF BUILDINGS/FACILITIES
102. PREPARE DISPOSITION INSTRUCTION OF HAZARDOUS ITEMS
103. REQUEST MEDICAL AUGMENTATION TO SUPPORT FIELD UNITS
104. ESCORT INSPECTORS SUCH AS FIRE OR SAFETY
105. SUPERVISE CIVILIAN GUARDS
106. ACTIVATE/DEACTIVATE BUILDING FIRE ALARM SYSTEM
107. TEST BURGLAR ALARM SYSTEMS FOR PROPER OPERATION
108. VERIFY SAFE COMBINATIONS ARE CHANGED AS REQUIRED
109. PREPARE WORK REQUESTS
110. TEST AND EVALUATE NEW EQUIPMENT FOR EFFECTIVENESS
111. PROVIDE MIMMS TECHNICAL ASSISTANCE TO SUBORDINATE UNITS
112. PREPARE MIMMS CARDS WORKSHEET
113. PREPARE MIMMS CARDS



114. AUTHORIZE VEHICLE OFF-STATION RUNS
115. SCHEDULE UNIT EQUIPMENT USAGE SUCH AS COMMUNICATIONS EQUIPMENT AND VEHICLES
116. CONDUCT SAFETY INSPECTIONS
117. PREPARE SAFETY REPORTS
118. INSTRUCT/TRAIN PERSONNEL REGARDING SAFETY PROCEDURES
119. DRAFT SAFETY SOP
120. PREPARE ACCIDENT REPORTS SUCH AS CONSOLIDATED GROUND SAFETY/ LOST MAN HOURS
121. SCHEDULE SAFETY INSPECTIONS
122. INSPECT FACILITIES FOR HABITABILITY
123. PREPARE DISPOSITION INSTRUCTIONS OF EXCESS EQUIPMENT
124. PREPARE AMMUNITION REQUISITIONS
125. DETERMINE UNIT AMMUNITION ALLOWANCE
126. PREPARE FUEL ALLOCATION REPORT TO INCLUDE MOGAS AND DISTILLANTS
127. REPORT UTILITY USAGE
128. MAINTAIN TRANSPORTATION OF THINGS (TOT) ACCOUNT
129. COMPILE LIST OF NOMINEES FOR MAINTENANCE OUT OF SERVICE EQUIP (MOUSE)/COMMAND OUT OF SERVICE EQUIP (COSE) PROGRAM
130. ASSIGN JUMP/DROP BILLETS SUCH AS SAFETY NCO, PUSHER, DROP ZONE COMMANDER
131. CHECK DROP/JUMP ZONE FOR HAZARDS
132. CONFIRM AIRCRAFT AVAILABILITY
133. CONSTRUCT AIRCRAFT CARGO EXTRACTING SYSTEM
134. CONSTRUCT AIRCRAFT CARGO PLATFORMS
135. CUT AWAY HUNG LOADS



136. DETERMINE AIRCRAFT ANGLE OF APPROACH FOR CARGO DROP
137. DETERMINE EQUIPMENT REQUIREMENT FOR AIR-DROP
138. DETERMINE RELEASE POINT
139. VERIFY CHUTES ARE RECYCLED (REPACKED)
140. VERIFY CHUTES ARE REPAIRED AS REQUIRED
141. VERIFY CHUTES ARE RIGGED TO CARGO (LOAD)
142. ESTABLISH AND MAINTAIN COMMUNICATIONS WITH AIRCRAFT
143. VERIFY PROPER HOOK-UP OF JUMP PERSONNEL
144. INSPECT LOADS FOR PROPER LASHING
145. FABRICATE KIT BAGS
146. FABRICATE PADS
147. FABRICATE SPECIAL INSERTION/EXTRACTION RIGS AND HARNESSSES
148. SET UP A WIND "T"
149. INFORM PILOT WHEN JUMPER/LOAD IS AWAY
150. INSPECT CHUTES FOR SERVICEABILITY
151. INSTALL RISER EXTENSIONS
152. PARACHUTE FROM AIRCRAFT
153. MAINTAIN CHUTE HISTORY CARD
154. MAINTAIN CHUTE LOG
155. OPERATE SEWING MACHINE TO REPAIR CHUTES
156. PACK STATIC LINE CHUTES
157. PALLETIZE AIR-DROP CARGO
158. PATCH CHUTES BY HAND
159. PERFORM RIGGERS CHECK
160. ANNOUNCE SIX MINUTE WARNING TO JUMPERS



161. PERFORM PREVENTIVE MAINTENANCE (PM) ON SEWING MACHINES
162. REPAIR SEWING MACHINES
163. MARK DROP ZONES
164. PREPARE CARGO CONTAINERS FOR AIR-DROP
165. PREPARE PLATFORMS FOR AIR-DROP
166. PREPARE/INVENTORY DROP ZONE KITS
167. PREPARE JUMP BRIEF SHEET
168. PREPARE JUMP MANIFEST
169. PREPARE JUMP PAY AUTHORIZATION FORM
170. PREPARE PARACHUTE MAINTENANCE REQUEST SHEET
171. RECOVER RIGGING EQUIPMENT AT DROP ZONE
172. RELAY INFORMATION BETWEEN DROPMaster AND PILOT
173. RESERVE DROP ZONES (PRIMARY AND ALTERNATE)
174. RIG/DERIG AIRCRAFT FOR AIR DELIVERY
175. RIG INDIVIDUAL EQUIPMENT BAG (GP BAG)
176. SUPERVISE PERSONNEL PACKING CHUTES
177. SUPERVISE PERSONNEL WASHING AND DRYING CHUTES
178. WASH AND DRY CHUTES
179. TACK CHUTE HARNESES
180. PACK HIGH ALTITUDE/LOW OPENING (HALC) CHUTES
181. CALIBRATE HALC CHUTE ALTIMETER
182. DETERMINE SHORE PARTY REQUIREMENTS FROM SUPPORTED UNIT'S TACTICAL PLANS
183. TASK ORGANIZE A SHORE PARTY UNIT TO PERFORM A SPECIFIC MISSION
184. ESTABLISH SHORE PARTY TRAINING PLAN



185. COORDINATE NAVY BEACH PARTY FUNCTIONS WITH SHORE PARTY FUNCTIONS
186. DRAFT PLAN FOR THE DEFENSE OF BEACH SUPPORT AREA (BSA)/ HELICOPTER SUPPORT TEAM (HST) SUPPORT AREA
187. INTEGRATE BSA/HST SUPPORT AREA DEFENSE WITH ADJACENT UNITS
188. DESIGNATE THE PROPOSED LOCATION OF FACILITIES WITHIN THE BSA/HST SUPPORT AREA
189. SUPERVISE PERSONNEL OPERATING COMMUNICATION SYSTEMS TO INCLUDE MESSENGERS, WIRE, RADIO, AND MULTICHANNEL RADIO
190. SUPERVISE PERSONNEL PERFORMING CARGO TRANSFER LINE OPERATIONS
191. SUPERVISE PERSONNEL CONDUCTING SHORE PARTY BEACH RECONNAISSANCE
192. SUPERVISE PERSONNEL EMPLACING BEACH MARKERS AND BEACH LIGHTS
193. SUPERVISE PERSONNEL REMOVING OBSTACLES
194. SUPERVISE PERSONNEL USING DEMOLITIONS
195. SUPERVISE PERSONNEL CLEARING MINES
196. ASSIGN CASUALTY EVACUATION PRIORITIES AND DESIGNATIONS
197. SUPERVISE PERSONNEL HANDLING POW'S IN THE BSA/HST SUPPORT AREA
198. SCHEDULE THE EVACUATION OF CAPTURED ENEMY EQUIPMENT
199. DIRECT SALVAGE OPERATIONS
200. SUPERVISE PERSONNEL PERFORMING NBC DEFENSE/DECONTAMINATION OPERATIONS
201. ESTABLISH HOLDING AREA FOR DISPLACED CIVILIANS IN BSA
202. VERIFY SUITABILITY OF PLANNED FACILITIES SUCH AS DUMP LOCATIONS, ROADS, BEACH LIMITS (SHORE PARTY RECONNAISSANCE)
203. SUPERVISE PERSONNEL CONSTRUCTING BEACH FACILITIES SUCH AS ROADS, DUMPS AND POW COLLECTION POINTS
204. INSTRUCT/TRAIN PERSONNEL IN SHORE PARTY OPERATIONS/ TECHNIQUES



- 205. LOCATE PARENT UNITS FOR DISPLACED PERSONNEL
- 206. LAY/RETRIEVE KIT, ASSAULT TRACKWAY (MO-MAT)
- 207. REPAIR MO-MAT
- 208. ERECT FLANK AND CENTER MARKERS TO INDICATE LIMITS OF BEACH
- 209. REPAIR DAY TIME BEACH MARKERS
- 210. CLEAN AND MAINTAIN PORTABLE ELECTRIC LANTERNS
- 211. SET UP PORTABLE ELECTRIC BEACH MARKERS FOR NIGHT OPERATIONS
- 212. ESTABLISH UNLOADING POINTS ON BEACH FOR TRACK VEHICLES,  
WHEELED VEHICLES AND SUPPLIES
- 213. UNLOAD SUPPLIES FROM BEACHED LANDING CRAFT
- 214. DESIGNATE LOCATIONS FOR LANDING SHIP RAMPS
- 215. DESIGNATE LOCATIONS FOR CAUSEWAYS
- 216. ESTABLISH WARNING SYSTEMS TO WARN AGAINST AIR, GROUND AND  
NBC ATTACK
- 217. ESCORT CIVILIANS IN BSA TO CIVILIAN HOLDING AREA
- 218. MAINTAIN EMERGENCY VEHICLE REPAIR PARTS/FACILITIES
- 219. EVACUATE PRISONERS OF WAR (POW) TO DESIGNATED SHIPS
- 220. COORDINATE THE COLLECTION, EVACUATION, AND SAFEGUARDING OF  
POW'S WITH THE PROVOST MARSHAL
- 221. PREPARE CASUALTIES FOR EVACUATION
- 222. DECONTAMINATE BEACH SUPPORT AREAS
- 223. MARK CONTAMINATED AREAS
- 224. DIRECT TRAFFIC IN BSA/HST SUPPORT AREA
- 225. DOG DOWN VEHICLES ON SHIPS/AIRCRAFT
- 226. CONSTRUCT/MAINTAIN BEACH LATERAL AND EXIT ROADS



- 227. MARK OBSTACLES IN BEACH SUPPORT AREA (BSA)
- 228. PREPARE/UPDATE PERSONNEL DISTRIBUTION CHART
- 229. PREPARE/UPDATE VEHICLE AND EQUIPMENT STATUS CHARTS
- 230. PREPARE/UPDATE CASUALTY AND PRISONER OF WAR EVACUATION CHARTS
- 231. PREPARE/UPDATE DUMP STATUS CHARTS
- 232. PREPARE/UPDATE SHIP'S UNLOADING STATUS CHARTS
- 233. PREPARE/UPDATE SHIP'S POSITION CHART
- 234. PREPARE/UPDATE SERIALS LANDED STATUS REPORT
- 235. PREPARE/UPDATE SITUATION MAP
- 236. PREPARE/UPDATE DISPOSITION TO SEAWARD CHARTS
- 237. RELAY REQUESTS FOR TROOPS, SUPPLIES AND EQUIPMENT TO TAC-LOG FROM SUPPORTED UNIT
- 238. REQUEST TAC-LOG TO LAND SUPPLIES AND PERSONNEL
- 239. CALL IN FLOATING DUMPS
- 240. SET UP FLOOD LIGHT UNITS
- 241. LOCATE MULTICLASS BEACH DUMPS
- 242. STOW/SEGREGATE SUPPLIES IN DUMP AREAS
- 243. SET UP WATER SUPPLY POINTS
- 244. ESTABLISH A LITTER EXCHANGE TO REPLENISH LITTERS
- 245. ESTABLISH HOLDING AREA FOR EQUIPMENT, UNTIL CALLED FORWARD
- 246. TRANSPORT SUPPLIES/EQUIPMENT FROM WATERS EDGE TO DUMP/ STAGING AREA
- 247. DESIGNATE GUARDS FOR POW ENCLOSURE
- 248. CONSTRUCT POW COLLECTION POINTS
- 249. DIRECT HELICOPTER MOVEMENT TO LANDING SITES/PICK-UP POINTS WITHIN LANDING ZONE



- 250. LOAD/UNLOAD SUPPLIES/EQUIPMENT INTERNALLY IN HELICOPTER
- 251. PREPARE/TRANSMIT ZONE BRIEFING TO HELICOPTER PILOT
- 252. SET UP GLIDE ANGLE INDICATOR LIGHTING SYSTEM (GAIL) IN  
HELICOPTER LANDING SITES
- 253. CLEAR HELICOPTER LANDING SITES
- 254. DESIGNATE HELICOPTER LANDING SITES
- 255. MARK HELICOPTER LANDING SITES
- 256. CONTROL HELICOPTER ENTRY/DEPARTURE OF LANDING ZONE
- 257. MAINTAIN EMERGENCY HELICOPTER REPAIR/REFUELING FACILITIES
- 258. ESTABLISH DELIVERY PRIORITIES OF HELICOPTER LIFTED  
SUPPLIES TO SUPPORTED UNITS
- 259. RIG/HOOK UP EXTERNAL LOADS TO HELICOPTERS
- 260. INSTRUCT/TRAIN PERSONNEL IN PERSONNEL AND CARGO TRANSFER  
LINE OPERATIONS TECHNIQUES
- 261. INSTRUCT/TRAIN PERSONNEL IN ORGANIZATION/MISSION OF NAVAL  
BEACH PARTY
- 262. INSTRUCT/TRAIN PERSONNEL IN THE ORGANIZATION AND OPERATION  
OF THE NAVY BOAT CONTROL SYSTEM
- 263. INSTRUCT/TRAIN PERSONNEL IN NBC DEFENSE AND DECONTAMINATING  
TECHNIQUES/PROCEDURES
- 264. INSTRUCT/TRAIN PERSONNEL IN CASUALTY EVACUATION TECHNIQUES
- 265. INSTRUCT/TRAIN PERSONNEL IN SALVAGE OPERATION TECHNIQUES
- 266. INSTRUCT/TRAIN PERSONNEL IN MOTOR VEHICLE TRAFFIC CONTROL  
TECHNIQUES
- 267. INSTRUCT/TRAIN PERSONNEL IN SHORE PARTY RECORD KEEPING  
TECHNIQUES
- 268. INSTRUCT/TRAIN PERSONNEL IN MINE CLEARANCE TECHNIQUES
- 269. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF REMOVING  
OBSTACLES



270. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONSTRUCTING  
RSA FACILITIES SUCH AS ROADS, RAMPS, AND PIERS
271. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF USING BEACH  
MARKERS AND BEACH LIGHTS
272. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SHORE PARTY  
BEACH ORGANIZATION
273. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SHORE PARTY  
BEACH RECONNAISSANCE
274. INSTRUCT/TRAIN PERSONNEL IN THE CHARACTERISTICS OF SHORE  
PARTY EQUIPMENT
275. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF TASK  
ORGANIZING SHORE PARTY UNITS
276. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF TAC-LOG  
OPERATIONS
277. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF DEFENSE OF  
ESA/HST SUPPORT AREA
278. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONTROL OF  
HELICOPTERS IN LANDING ZONES
279. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF LANDING ZONE  
RECONNAISSANCE
280. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES AND  
CHARACTERISTICS OF HELICOPTER CARGO HANDLING EQUIPMENT
281. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ORGANIZATION  
OF LANDING POINTS AND SITES
282. INSTRUCT/TRAIN PERSONNEL IN SHIP-TO-SHORE MOVEMENT  
PROCEDURES
283. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MARKING OF  
LANDING AND DUMP SITES IN THE LANDING ZONE
284. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF UNLOADING  
SUPPLIES TO INCLUDE THE USE OF SLEDS, PALLETS, CARGO  
TRANSPORTERS, UNITIZED CONTAINERS AND SPECIAL RIGGING METHOD
285. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMMUNICATING  
BY MESSENGER, WIRE, RADIO AND MULTICHANNEL RADIO



286. SPLICE CABLE
287. RIG BOOMS
288. DETERMINE UNIT TRANSPORT REQUIREMENTS
289. REQUEST ROUTING AND CARRIER EQUIPMENT FROM MILITARY  
TRANSPORTATION MOVEMENT COMMAND (MTMC)
290. NOTIFY UNIT OF TRANSPORT AVAILABILITY
291. NOTIFY UNIT OF IMPENDING PORT CALL
292. PREPARE LOCAL MOVEMENT INSTRUCTIONS
293. REVIEW UNIT MOVEMENT PASSENGER LIST FOR CONTENT/ACCURACY
294. REVIEW UNIT MOVEMENT CARGO LOAD LISTS FOR CONTENT/ACCURACY
295. REVIEW UNIT MOVEMENT VEHICLE LOADING GUIDE FOR CONTENT/  
ACCURACY
296. REVIEW UNIT MOVEMENT SHIP LOADING GUIDE FOR CONTENT/  
ACCURACY
297. SUBMIT ADVANCE NOTICE OF DEPARTURE REPORTS
298. SUBMIT DEPARTURE MESSAGES
299. REVIEW PASSENGER MANIFESTS FOR ACCURACY
300. PREPARE PASSENGER MANIFESTS
301. COMPUTE DUNNAGE REQUIREMENTS
302. DETERMINE TIME REQUIRED FOR LOADING/UNLOADING OF SHIP
303. STAGE GEAR FOR EMBARKATION
304. ASSIGN BILLETING IN STAGING AREA
305. DETERMINE SUPPORT EQUIPMENT/SERVICES REQUIREMENTS NECESSARY  
TO OPERATE STAGING AREA
306. DETERMINE SUPPORT SERVICES/EQUIPMENT REQUIRED FOR MOVEMENT  
TO STAGING AREA
307. DETERMINE SECURITY AND COMMUNICATION FACILITIES REQUIREMENTS  
FOR STAGING AREAS



308. RECOMMEND ALLOCATION OF SHIPS, AIRCRAFT AND RAILROAD CARS
309. ESTABLISH EMBARKATION TEAM CONTROL OFFICE
310. MAINTAIN EMBARKATION DATA PERTAINING TO WEIGHT/DIMENSION OF VEHICLES AND EQUIPMENT
311. ADVISE UNITS ON EMBARKATION MATTERS
312. VERIFY THAT CORRECTIVE ACTION ON EMBARKATION INSPECTION DISCREPANCIES HAS BEEN ACCOMPLISHED
313. PREPARE EMBARKATION INSPECTION CHECKLISTS
314. DESIGNATE STAGING AREAS FOR PERSONNEL/EQUIPMENT/SUPPLIES
315. SCHEDULE MOVEMENT OF PERSONNEL/EQUIPMENT/SUPPLIES TO/FROM STAGING AREAS
316. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF EMBARKATION
317. MAINTAIN LIAISON WITH AIR/SURFACE TERMINAL/PORT AUTHORITIES CONCERNING EMBARKATION MATTERS
318. UPDATE EMBARKATION PLANNING SEQUENCE
319. DETERMINE SEA/AIR LIFT REQUIREMENTS TO INCLUDE PERSONNEL, EQUIPMENT, AND SUPPLIES
320. DISTRIBUTE EMBARKATION PLANS/ORDERS
321. REVIEW EMBARKATION ORDERS/PLANS FOR CONTENT/ACCURACY
322. REQUEST EXPORT TRAFFIC RELEASE (ETR)
323. ISSUE ETR
324. PROCESS ETR'S
325. PREPARE REPORT OF SHIPMENT (REPSHIP) OF HAZARDOUS MATERIEL
326. ASSIGN FREIGHT ROUTE ORDER NUMBERS
327. PREPARE DOMESTIC FREIGHT ROUTING REQUEST (DD 1085)
328. PREPARE VOLUME MOVEMENT REPORTS (MTC 88)
329. FILL OUT SHIPMENT PLANNING WORKSHEET (SPWS)



- 330. ASSIGN SPONSORS FOR UNACCOMPAINED DEPENDENTS UNDER AGE 12
- 331. SCHEDULE TRANSPORTATION FOR RELAD/TAD/BLUE BARK PASSENGERS
- 332. ENDORSE MOVEMENT/PCS ORDERS FOR OVERSEAS TRAVEL
- 333. PREPARE EMERGENCY LEAVE ORDERS/PAPERS
- 334. PREPARE SPECIAL PAY AUTHORIZATIONS
- 335. PREPARE VERIFICATION OF IDENTITY FORM
- 336. RESERVE BILLETING FOR TRANSIENT MARINES
- 337. PROVIDE DEBARK INFORMATION TO PASSENGERS
- 338. COMPUTE PASSENGER PROCEED/DELAY/TRAVEL TIME
- 339. COUNSEL PERSONNEL CONCERNING SPACE AVAILABLE TRAVEL
- 340. COUNSEL PASSENGERS CONCERNING CIRCUITIOUS TRAVEL
- 341. MAINTAIN LIAISON WITH OTHER SERVICES REGARDING MATTERS PERTAINING TO PASSENGER TRANSPORTATION
- 342. MAINTAIN LIAISON WITH COMMERCIAL VENDORS CONCERNING FREIGHT TRANSPORTATION MATTERS
- 343. PREPARE/DISTRIBUTE MILSTAMP DOCUMENTATION
- 344. DISSEMINATE INSTRUCTIONS/DATA ESSENTIAL FOR ADDRESS MARKING TO COMMERCIAL VENDORS
- 345. INITIATE SHIPMENT TRACER ACTION
- 346. PREPARE TRANSPORTATION CONTROL AND MOVEMENTS DOCUMENT (TCMD)
- 347. DIVERT SHIPMENTS
- 348. PREPARE CARGO DISPOSITION INSTRUCTIONS (COI)
- 349. PREPARE CARGO TRAFFIC MESSAGES
- 350. PREPARE CARGO OUTTURN RECONCILIATIONS/REPLIES
- 351. PREPARE CARGO OUTTURN REPORTS (DD 470)
- 352. PREPARE TCMD TRAILER LINE DATA



- 353. PREPARE MATERIEL RELEASE ORDER (DD 1348-1)
- 354. PREPARE FREIGHT WARRANTS
- 355. PREPARE LETTER TO CARRIER ABOUT UNSATISFACTORY PERFORMANCE
- 356. PREPARE REPORT OF PACKAGING AND HANDLING DEFICIENCIES
- 357. PREPARE DISCREPANCY IN SHIPMENT CONFIRMATION (SF 363)
- 358. PREPARE DISCREPANCY IN SHIPMENT REPORT (SF 361)
- 359. PREPARE SHIPPING LABELS AND TAGS
- 360. SUBMIT FREIGHT CLASSIFICATION REVISION INFORMATION TO MTMC
- 361. PREPARE TRANSIT CONTROL GUIDE (DD 1051)
- 362. PREPARE TRANSIT UTILIZATION REPORT (DD 1090)
- 363. PREPARE REQUEST FOR APPLICATION OF TRANSIT PRIVILEGE
- 364. REPORT SHIPMENT TRANSIT TIME DATA (DD 1087)
- 365. PREPARE SHIPMENT HOLD DENIAL (TML)
- 366. PREPARE SHIPMENT DISPOSITION INSTRUCTIONS (TMS)
- 367. PREPARE SHIPMENT DISPOSITION REQUESTS (TMT)
- 368. PREPARE SHIPMENT HOLD ACKNOWLEDGEMENT (TMC)
- 369. PREPARE SHIPMENT HOLD AUTHORIZATION (TM3)
- 370. PREPARE SHIPMENT DIVERSION DENIAL (TMK)
- 371. PREPARE SHIPMENT DIVERSION AUTHORIZATION (TM2)
- 372. PREPARE SHIPMENT DIVERSION CONFIRMATION (TM8)
- 373. PREPARE ABBREVIATED MILSTAMP TRACER REPLY (TMJ)
- 374. PREPARE TRANSPORTATION STATUS REPLY (TMA)
- 375. PREPARE MILSTAMP TRACER (TMI) FOR DELAYED SHIPMENTS
- 376. AUTHENTICATE GOVERNMENT TRANSPORTATION REQUEST AS DESIGNATED AGENT



- 377. AUTHENTICATE GTR AS TRANSPORTATION AGENT
- 378. PREPARE PERSONAL PROPERTY LOSS/DAMAGE CLAIMS INFORMATION REPORT
- 379. PREPARE GOVERNMENT INSPECTION REPORT (DD 1841)
- 380. PREPARE NOTICE OF LOSS OR DAMAGE (DD 1840)
- 381. PROCESS APPLICATION FOR UNACCOMPANIED BAGGAGE SHIPMENT
- 382. SUBMIT PERSONAL PROPERTY SHIPMENT TCMD DATA TO CLEARANCE AUTHORITY
- 383. REQUEST RECONSIGNMENT OF INTRANSIT HOUSEHOLD GOODS (HHG)
- 384. REQUEST DIVERSION OF INTRANSIT HHG SHIPMENTS
- 385. PREPARE STATEMENT OF ACCESSORIAL SERVICES PERFORMED
- 386. PREPARE REPORTS OF PERSONAL PROPERTY CARRIER SERVICE
- 387. PREPARE POV SHIPMENT DOCUMENTS
- 388. PREPARE/PROCESS APPLICATIONS FOR HHG TEMPORARY/NCN-TEMPORARY STORAGE
- 389. PREPARE PAY ADJUSTMENT AUTHORIZATIONS (DD 139)
- 390. DRAFT PACKAGING ORDERS
- 391. RESEARCH MILITARY STANDARDS OR TECHNICAL PUBLICATIONS FOR PACKING AND CRATING SPECIFICATIONS SUCH AS TPO'S
- 392. PREPARE SIGNATURE AND TALLY RECORD FORMS (DD FORM 1907)
- 393. INTERPRET TRAVEL ORDERS OF OTHER SERVICES
- 394. PROCURE BULK COMMERCIAL CARRIER TICKETS
- 395. SCHEDULE TRAVEL FOR PRISONERS UNDER ESCORT
- 396. SCHEDULE SHIPMENT OF HUMAN REMAINS
- 397. SUBMIT FORECAST OF PASSENGER MOVEMENT REQUIREMENTS TO HQMC
- 398. SUBMIT PORT CALL INFORMATION TO PERSONNEL CENTERS
- 399. PREPARE/MAINTAIN AUTOMATED PORT CALL INFORMATION DATA



400. PREPARE/MAINTAIN PASSENGER MOVEMENT STATISTICS
401. PREPARE GROUP MOVEMENT MEAL TICKETS
402. SCHEDULE TRAVEL FOR FUNERAL DETAILS WITH WEAPONS
403. SCHEDULE TRAVEL FOR MEMBERS WITH INSUFFICIENT FUNDS
404. SCHEDULE WELCOMING/TRANSPORTATION/PROTOCOL SERVICES FOR VIP
405. CHECK PASSENGER COMPLIANCE WITH APPEARANCE STANDARDS
406. REQUEST GROUP MOVEMENT ROUTING FROM MTMC
407. PREPARE TAD PASSENGER TRAVEL ITINERARIES
408. ADJUST ITINERARIES OF INTRANSIT TAD PERSONNEL
409. DETERMINE TAD TRAVELERS STCP-CFF PRIVILEGES
410. COMPUTE COST OF TAD TRANSPORTATION
411. DETERMINE MODE OF TAD TRAVEL TO BE USED
412. COUNSEL DEPENDENTS CONCERNING PASSPORT REQUIREMENTS
413. PREPARE DEPENDENT OVERSEA MOVEMENT TRAVEL ITINERARIES
414. DETERMINE PERSONAL PROPERTY MOVEMENT ENTITLEMENTS
415. COUNSEL MEMBER IN PREPARING PROPERTY INVENTORY
416. PROCESS APPLICATIONS FOR SELF-MOVING
417. REVIEW CUSTOMS FORMS FOR CONTENT/ACCURACY
418. DETERMINE OVERSEA SHIPMENT TRANSIT TIME
419. SELECT PERSONAL PROPERTY SHIPMENT ROUTING
420. DETERMINE SHIPMENT COST (PATE) FROM CARRIERS TARIFFS
421. TENDER SHIPMENTS TO PERSONAL PROPERTY CARRIERS
422. ANSWER INBOUND SHIPMENT INQUIRIES
423. INITIATE PERSONAL PROPERTY SHIPMENT TRACER ACTION
424. ARRANGE FOR PACKING AND CRATING OF PERSONAL PROPERTY



- 425. INSPECT PERSONAL PROPERTY FOR PROPER PACKING/CRATING
- 426. INSPECT PERSONAL PROPERTY TO VERIFY DAMAGE
- 427. PHOTOGRAPH PERSONAL PROPERTY DAMAGE
- 428. PREPARE LOSS/DAMAGE CLAIM
- 429. COUNSEL MEMBER CONCERNING PROCEDURES FOR COMMERCIAL SHIPMENT OF PETS
- 430. COMPUTE EXCESS TRANSPORTATION CHARGE FOR OVERWEIGHT SHIPMENTS
- 431. NOTIFY MEMBER OF STORAGE ENTITLEMENT TERMINATION
- 432. INVENTORY/DISPOSE OF 100% CLAIMED LCST PROPERTY
- 433. COUNSEL MEMBER ON PROCEDURES FOR OBTAINING HHG REPAIR ESTIMATE
- 434. INSPECT INCOMING RETROGRADE SHIPMENT DOCUMENTATION FOR ACCURACY
- 435. SCHEDULE ONWARD MOVEMENT OF FRUSTRATED CARGO
- 436. TALLY CARGO
- 437. PREPARE DISPOSITION INSTRUCTIONS FOR UNDELIVERABLE SHIPMENTS
- 438. CONSOLIDATE SMALL LOT SHIPMENTS
- 439. CONSIGN SHIPMENTS TO FREIGHT FORWARDERS
- 440. DETERMINE STOP-OFF AUTHORIZATIONS
- 441. REQUEST LOCAL DRAYAGE SERVICES
- 442. REQUEST RECONSIGNMENT OF INTRANSIT SHIPMENTS
- 443. CORRECT PEWIGH BILLINGS
- 444. COMPUTE TRANSIT PRIVILEGE CHARGES
- 445. COMPUTE TRANSIT PRIVILEGE COST ADVANTAGE
- 446. DETERMINE FREIGHT CLASSIFICATION/TARIFF DESCRIPTION
- 447. CLASSIFY CARGO BY CODES



- 448. PREPARE GOVERNMENT BILL OF LADING (GBL)
- 449. ESTABLISH/MAINTAIN GBL REGISTER
- 450. CONVERT COMMERCIAL WAYBILL TO GBL
- 451. ESTABLISH/MAINTAIN TONNAGE DISTRIBUTION RECORDS
- 452. REVIEW TONNAGE DISTRIBUTION RECORDS FOR CONTENT/ACCURACY
- 453. ADJUST TONNAGE DISTRIBUTION INEQUITIES
- 454. ESTABLISH/MAINTAIN FREIGHT SCALE WEIGHT RECORDS
- 455. REPORT CONTROLLED SHIPMENT CANCELLATION/CHANGE/DELAY
- 456. REVIEW COMPLETED SHIPMENT ROUTE ORDERS FOR CONTENT/ACCURACY
- 457. DETERMINE STATUS/DISPOSITION OF DELAYED SHIPMENTS
- 458. TRANSMIT VALIDATED SHIPMENT DATA TO CLEARANCE AUTHORITY
- 459. INSPECT COMMERCIAL CARRIER'S EQUIPMENT FOR SERVICEABILITY
- 460. SCHEDULE UNIT MOVEMENT VIA MILITARY MOTOR TRANSPORT
- 461. SCHEDULE CARGO/FREIGHT MOVEMENT WITH LOCAL CIVILIAN TERMINAL TRANSFER UNITS
- 462. AUTHORIZE FREIGHT ROUTE ORDER CHANGES
- 463. REQUEST FREIGHT ROUTE ORDER CHANGES
- 464. ISSUE DOMESTIC FREIGHT ROUTE ORDERS
- 465. SELECT CARRIER ROUTING FOR SHIPMENTS
- 466. SELECT MODE OF SHIPMENT
- 467. READ/INTERPRET MARINE CORPS PROCUREMENT CONTRACTS TO COMMERCIAL VENDORS
- 468. SUPERVISE PERSONNEL PERFORMING SHIPMENT TRACING/DIVERSION DUTIES
- 469. DRAFT TRAFFIC MANAGEMENT SCP/DIRECTIVES
- 470. FORECAST CARGO MOVEMENTS



- 471. INSPECT CARGO MARKINGS FOR ACCURACY
- 472. WEIGH FREIGHT OR CARGO
- 473. REMOVE PROTECTIVE COVERINGS FROM MILITARY VEHICLES OR  
HARDWARE
- 474. REPAIR OR RESTORE REUSABLE CONTAINERS
- 475. ANALYZE OR INTERPRET TRANSPORTATION PACKAGING ORDERS (TPC'S)
- 476. ASSEMBLE REUSABLE BOXES, CRATES, OR SHIPPING CONTAINERS
- 477. APPLY PRESERVATIVES TO CARGO
- 478. CLEAN OR REMOVE PRESERVATIVES
- 479. DECONTAMINATE FREIGHT OR CARGO
- 480. DESIGN BOXES, CRATES, SKIDS, OR SHIPPING CONTAINERS
- 481. DESIGN BRACES, PROPS, OR LOADING SPACERS
- 482. DISASSEMBLE OR RESTRUCTURE EQUIPMENT TO REDUCE CUBE FEET
- 483. TIE DOWN FREIGHT USING BRACES, PROPS, OR SPACERS
- 484. IDENTIFY AND SEGREGATE FREIGHT FOR LOADING
- 485. IDENTIFY, MARK, OR LABEL SHIPMENTS/CARGO
- 486. KNOCK DOWN BOXES OR CRATES FOR SALVAGE OR STORAGE
- 487. MAINTAIN REUSABLE CONTAINER PROGRAM RECORDS
- 488. PACK OR CRATE MATERIALS FOR STORAGE/SHIPMENT
- 489. PERFORM BULK BREAK ON CONSOLIDATED INBOUND SHIPMENTS
- 490. WASH VEHICLES PRIOR TO LOADING ON AIRCRAFT/SHIPS
- 491. SUPERVISE PERSONNEL PERFORMING DUTIES AS STEVEDORES/  
LONGSHOREMEN
- 492. ENSURE SAFETY PROCEDURES ARE OBSERVED IN CARGO HANDLING/  
LOADING
- 493. PERFORM OPERATOR MAINTENANCE ON MATERIAL HANDLING EQUIPMENT



- 494. DETERMINE RAILWAY FREIGHT AND TANK CAR REQUIREMENTS
- 495. DETERMINE RAILWAY FREIGHT AND TANK CAR AVAILABILITY
- 496. PREPARE RAILROAD CAR RECORD (OD 1092)
- 497. PREPARE RAIL CAR DEMURRAGE REPORT (RCS MTMC-87)
- 498. SUBMIT INTERCHANGE FLEET EQUIPMENT MOVEMENT/ROUTING INSTRUCTIONS
- 499. PREPARE INTERCHANGE FLEET CAR MOVEMENT REPORT
- 500. ARRANGE COMMERCIAL RAIL CARRIER RESERVATIONS
- 501. PREPARE RAIL LOADING GUIDE
- 502. SCHEDULE RAIL EQUIPMENT FROM COMMERCIAL CARRIERS
- 503. REQUEST USE OF INTERCHANGE FLEET FREIGHT CARS
- 504. SCHEDULE ASSIGNMENT OF FREIGHT CARS WITH MILITARY TRANSPORTATION MOVEMENT COMMANDS (MTMC)
- 505. PREPARE RAIL SWITCHING INSTRUCTIONS
- 506. COMPUTE LESS-THAN-CARLOAD (LCL) COST ADVANTAGE
- 507. CONSOLIDATE LESS-THAN-CARLOAD SHIPMENT
- 508. COMPUTE CARLOAD (CL) COST ADVANTAGE
- 509. COMPUTE RAILWAY CAR DEMURRAGE CHARGES
- 510. REPORT DAMAGE TO INTERCHANGE FLEET RAILWAY EQUIPMENT
- 511. CONDUCT YARD CHECK OF RAILWAY EQUIPMENT
- 512. CONDUCT TEST LOADING OF RAILWAY EQUIPMENT
- 513. VERIFY LOADING OF PRIVATELY-OWNED-VEHICLES (PCV)
- 514. SCHEDULE FOR REPACKING/REWORKING OF DAMAGED CONTAINERS
- 515. COORDINATE OCEAN TERMINAL CLEARANCE WITH MOVEMENT CONTROL CENTER (MCC)
- 516. PREPARE CARGO STOWAGE PLANS



517. VERIFY LOADING/UNLOADING OF MILITARY VANS (MILVANS)/  
SEAVANS/ROLL-ON/ROLL-OFF (RC/RO)/ TRAILERS
518. COUNSEL PERSONNEL ON SHIPS REGULATIONS PRIOR TO EMBARKATION
519. RECOMMEND SPACE UTILIZATION ABOARD SHIP
520. SELECT ROUTE TO PORT OF EMBARKATION (POE)
521. COMPUTE BROKEN STOWAGE FACTOR
522. SCHEDULE UTILIZATION OF EQUIPMENT AT PORT OF  
EMBARKATION/DEBARKATION
523. DETERMINE AVAILABLE SPACE ON DOCK PIERS AND BEACH LOADING  
AREA
524. DETERMINE AVAILABILITY OF HARBOR SERVICES
525. PREPARE UNIT CARGO MANIFEST (UCM)
526. REVIEW UCM FOR CONTENT/ACCURACY
527. PREPARE SHIP'S CARGO MANIFEST (SCM)
528. REVIEW SCM FOR CONTENT/ACCURACY
529. REQUEST OPPORTUNE LIFTS
530. REPORT INFORMATION ON AVAILABILITY OF OPPORTUNE LIFTS
531. DETERMINE MECHANIZED EMBARKATION DATA SYSTEM (MEDS) DECK  
SEQUENCE
532. VERIFY ACCURACY OF MEDS PRINTOUT AGAINST SHIP'S DECK  
DIAGRAMS AND FINISHED LOADING PLANS
533. UPDATE SHIP'S LOADING CHARACTERISTIC PAMPHLET (SLCP)
534. INVENTORY LANDING FORCE OPERATIONAL RESERVE MATERIAL (LFORM)  
FOR QUANTITY/SERVICEABILITY
535. PREPARE LFORM STOWAGE DIAGRAMS
536. COMPARE LFORM STOWAGE DIAGRAMS TO SLCP
537. COORDINATE LANDING PLAN AND SERIAL ASSIGNMENT TABLE WITH  
PERTINENT SHIP'S OFFICERS



- 538. REVIEW SHIP'S LOADING CHARACTERISTIC PAMPHLET (SLCP) FOR ACCURACY
- 539. ASSIGN EMBARK TEAMS TO SHIPS
- 540. REQUEST MILITARY SEALIFT COMMAND SHIPPING (MSCS)
- 541. REVIEW REQUESTS FOR MSCS FOR CONTENT/ACCURACY
- 542. SELECT PORT OF EMBARKATION/DEBARKATION
- 543. COMPILE INFORMATION RELATIVE TO POTENTIAL PORTS OF EMBARKATION/DEBARKATION
- 544. CONSOLIDATE SUBORDINATE UNITS MEDS DECK
- 545. KEYPUNCH MEDS CARDS
- 546. PREPARE MEDS CARD WORKSHEET
- 547. REVIEW MEDS DECK SEQUENCE FOR ACCURACY
- 548. WEIGH AND RECORD GROUP MOVEMENT BAGGAGE
- 549. DETERMINE ELIGIBILITY OF CARGO FOR AIRLIFT
- 550. VERIFY CORRECTNESS OF MOVEMENT ORDERS/MAC TRANSPORTATION AUTHORITIES
- 551. CONTROL THE FLOW OF EXPORT CARGO INTO THE MAC AIRLIFT SYSTEM
- 552. SUBMIT ADVANCE TMCD INFORMATION TO MAC
- 553. VERIFY MOVEMENT OF CARGO FROM ALL ACTIVITIES THROUGH RECEIPT AND LIFT DATA PROVIDED BY MAC
- 554. REPORT ERRORS IN AIRLIFT MOVEMENT DOCUMENTATION/SUBMISSION/SHIPMENT
- 555. CHALLENGE REQUISITIONER/CONSIGNEE TO DETERMINE VALIDITY OF OFFERED SHIPMENT
- 556. DIVERT INVALID AIRLIFT SHIPMENT
- 557. CLEAR SHIPMENTS VALIDATED FOR AIRLIFT
- 558. SUBMIT MAC MOVEMENT REPORTS TO CMC



- 559. PREPARE SPECIAL AIRLIFT MISSION (SAM) UTILIZATION REPORT
- 560. COORDINATE AIRLIFT CAPABILITIES WITH OTHER SERVICES
- 561. PREPARE AIRCRAFT UTILIZATION REPORTS
- 562. DETERMINE MAC AIRCRAFT TRAVEL CATEGORIES
- 563. VERIFY TRAVEL ORDERS AT AIR TERMINAL
- 564. CHECK REPORTING PASSENGERS AGAINST MAC AIR MANIFESTS
- 565. SCHEDULE AIR MOVEMENT OF PATIENTS
- 566. RESERVE COMMERCIAL AIRLINE SEATS
- 567. ADVISE DEPENDENTS OF BAGGAGE ENTITLEMENTS ON AIRCRAFT
- 568. PREPARE REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE
- 569. COORDINATE AIR SCHEDULES WITH SCHEDULES AIRLINE TICKET OFFICE (SATO)
- 570. CONSIGN AIR SHIPMENTS
- 571. SCHEDULE AIRCRAFT
- 572. SCHEDULE AIR MOVEMENT OF MEDICAL SUPPLIES
- 573. TRANSMIT AIR TERMINAL CLEARANCES WITH RECEIVING TERMINAL
- 574. ESTABLISH/MAINTAIN STATISTICAL DATA ON AIR MOVEMENT
- 575. PROVIDE AIR CARGO DISPOSITION INFORMATION
- 576. DETERMINE AIR TRANSPORTATION MOVEMENT PRIORITIES
- 577. ESCORT VEHICLES FROM STAGING AREA TO AIRCRAFT
- 578. MANIFEST AIRLIFT PASSENGERS
- 579. SCREEN AIR PASSENGERS FOR HAZARDOUS MATERIALS
- 580. STAGE VEHICLES BY AIRCRAFT LOADING SEQUENCE
- 581. CONVERT RAW AXLE WEIGHTS TO CENTER OF BALANCE IN INCHES
- 582. WEIGH VEHICLES



- 583. PREPARE FLOW CHARTS FOR AIRCRAFT
- 584. MAKE MINOR ADJUSTMENTS NECESSARY FOR VEHICLES TO COMPLY WITH AIRLIFT REGULATIONS
- 585. INSPECT VEHICLES FOR COMPLIANCE WITH AIRLIFT REGULATIONS
- 586. EVALUATE JOINT AIRCRAFT TRAINING EXERCISE (JATEX) FOR EFFECTIVENESS
- 587. EVALUATE LOADING EXERCISE (LOADEX) FOR EFFECTIVENESS
- 588. PREPARE AIRCRAFT LOADING PLANS
- 589. PREPARE AIRCRAFT CARGO MANIFESTS
- 590. REQUEST SPECIAL AIRLIFT ASSIGNMENT MISSION (SAAM)
- 591. MAINTAIN SAAM BOARD
- 592. REQUEST AIRLIFT CONTROL ELEMENT (ALCE) TEAM ASSISTANCE
- 593. SCHEDULE MOVEMENT OF SHIPMENTS FROM CONTRACTORS, GSA, VENDORS, DSA AND OTHER MILITARY SERVICES
- 594. COMPILE FUEL CONSUMPTION TOTALS
- 595. REVIEW MOTOR TRANSPORT OPERATIONAL REPORTS FOR ACCURACY
- 596. SELECT BUS ROUTES
- 597. PREPARE VEHICLE/EQUIPMENT DEADLINE REPORTS
- 598. DRAFT TACTICAL MOTOR TRANSPORT PLANS AND ORDERS
- 599. DETERMINE THE TYPE AND SIZE OF VEHICLES REQUIRED TO MEET COMMITMENTS
- 600. ISSUE ON BOARD VEHICLE MAINTENANCE (OVM) GEAR
- 601. MAINTAIN OVM LOG BOOKS
- 602. PREPARE VEHICLE MAINTENANCE REPORTS
- 603. ADVISE THE COMMANDER ON MOTOR TRANSPORT MATTERS
- 604. AUTHENTICATE GOVERNMENT CHARTER COACH (BUS) CERTIFICATES
- 605. INSTRUCT/TRAIN DRIVERS IN PASSENGER TRANSPORTATION TECHNIQUES



- 606. SUPERVISE PERSONNEL PERFORMING VEHICLE RECOVERY OPERATIONS
- 607. DETERMINE TYPE OF VEHICLE MARKINGS FOR CONVOY
- 608. INSTRUCT/TRAIN PERSONNEL IN CONVOY DRIVING TECHNIQUES  
(TACTICAL/GARRISON)
- 609. SPOT CHECK VEHICLES FOR PROPER LOADING
- 610. CHECK DRIVER FOR VALID OPERATORS LICENSE
- 611. INSPECT VEHICLES FOR COMPLETION OF SCHEDULED MAINTENANCE
- 612. INSPECT MOTOR POOL/EQUIPMENT/VEHICLES FOR PROPER SECURITY
- 613. INSPECT MOTOR POOL FOR INDUSTRIAL SAFETY
- 614. INSTRUCT/TRAIN PERSONNEL IN MOTOR VEHICLE SAFETY PROCEDURES/  
TECHNIQUES
- 615. REVIEW VEHICLE ACCIDENT REPORTS FOR CONTENT/COMPLETENESS
- 616. INSTRUCT/TRAIN DRIVERS IN USE OF MOTOR TRANSPORT FORMS AND  
REPORTS
- 617. INSTRUCT/TRAIN PERSONNEL IN VEHICLE DISPATCHING TECHNIQUES
- 618. SUPERVISE PERSONNEL DISPATCHING VEHICLES
- 619. ISSUE ROADMASTER DISCREPANCY REPORTS AND TRAFFIC CITATIONS
- 620. ESTABLISH ROADSIDE INSPECTION STATIONS
- 621. ISSUE GAS CREDIT CARDS TO DISPATCHERS
- 622. DRAW OVM GEAR
- 623. ISSUE GENERAL OFFICER AND VIP PLATES
- 624. DRAIN FUEL FILTER AND AIR TANKS AFTER OPERATION
- 625. ACTIVATE NEW BATTERIES
- 626. CHECK/SERVICE BATTERIES
- 627. LUBRICATE VEHICLE CHASSIS AND OIL CAN POINTS



- 628. REFILL LUBRICANTS/HYDRAULIC FLUIDS IN AREAS SUCH AS  
TRANSFER CASE, TRANSMISSION, DIFFERENTIALS AND WINCHES
- 629. CHECK FREE TRAVEL OF CLUTCH AND BRAKE PEDAL
- 630. INSPECT LINKAGES FOR SERVICEABILITY
- 631. INSPECT WHEEL SEALS/BOOTS FOR DAMAGE/LEAKS
- 632. INSPECT EXHAUST SYSTEM FOR HOLES/LEAKS
- 633. INSPECT ELECTRICAL WIRING FOR BROKEN/FRAYED WIRES
- 634. INSPECT VENTILATING, PRESSURE RELEASE, AND POP UP VALVES  
FOR SERVICEABILITY
- 635. INSPECT DRIVE/PROPELLER SHAFTS/UNIVERSAL JOINTS FOR  
SERVICEABILITY
- 636. CHECK CANVAS AND SEATS FOR TEARS/FRAYING
- 637. REPAIR CANVAS AND SEATS
- 638. INSPECT FUEL TANKS FOR DENTS/HOLES/RUST
- 639. PAINT/SPOT PAINT VEHICLES
- 640. ROTATE TIRES
- 641. REMOVE/REPLACE DEFECTIVE OR FLAT TIRES
- 642. REPAIR DEFECTIVE OR FLAT TIRES
- 643. INSTALL COLD WEATHER KITS SUCH AS PERSONNEL HEATER, SIDE  
CURTAINS, AND ENGINE PREHEATER
- 644. INSTALL/REMOVE ON-BOARD VEHICLE MAINTENANCE (CVM) EQUIPMENT  
SUCH AS TIRE CHAINS, FORDING KIT AND MACHINE GUN MOUNT
- 645. DRAIN/FLUSH/FILL COOLING SYSTEM
- 646. INSPECT VEHICLE LIFTING, TIE DOWN AND TOWING DEVICES FOR  
SERVICEABILITY
- 647. REPAIR/REPLACE BOWS, SIDECARDS AND TROOP SEATS
- 648. REPAIR/REPLACE WINDSHIELD WIPER BLADES AND WIPER ARMS
- 649. RESEARCH MOTOR TRANSPORT TECHNICAL PUBLICATIONS FOR  
TRAFFIC REGULATIONS AND OPERATOR MAINTENANCE REQUIREMENTS



- 650. REPORT NOTED DISCREPANCIES ON TRIP TICKETS TO APPROPRIATE ECHELON OF REPAIR
- 651. SCREEN TRIP TICKETS TO DETERMINE VEHICLE DISCREPANCIES OR MALFUNCTIONS
- 652. PREPARE WEEKLY MOTOR TRANSPORT PREVENTIVE MAINTENANCE CHECK LISTS
- 653. DETERMINE VEHICLE LOAD DISTRIBUTION
- 654. DETERMINE CONVOY SECURITY REQUIREMENTS
- 655. COUPLE/UNCUPLE TRACTORS AND TRAILERS
- 656. REPLACE UNSERVICEABLE WHEELS ON MOTOR VEHICLES
- 657. PREPARE HIGHWAY RECONNAISSANCE DATA FOR CONVOYS/TRANSPORT MOVEMENTS
- 658. ESTABLISH/UPDATE HIGHWAY RECONNAISSANCE FILES
- 659. REPORT MOTOR VEHICLE ACCIDENT {SF 91}
- 660. MAKE ENTRIES ON VEHICLE TRIP TICKETS
- 661. INSPECT VEHICLES TO DETERMINE ABUSE OR LACK OF PREVENTIVE MAINTENANCE
- 662. ESCORT OVERSIZE OR OVERWEIGHT LOADS AND CONVOYS
- 663. HARDEN VEHICLE
- 664. SUPERVISE PERSONNEL PERFORMING VEHICLE RECOVERY OPERATIONS
- 665. INSTRUCT/TRAIN PERSONNEL IN RECOVERY OPERATIONS/PROCEDURES
- 666. TOW DISABLED VEHICLES
- 667. RIG DISABLED VEHICLES FOR SELF-RECOVERY
- 668. START DISABLED VEHICLE USING AUXILLARY METHOD {SLAVE START}
- 669. RAISE VEHICLE USING FIELD EXPEDIENTS TO PERFORM EMERGENCY ROAD REPAIRS
- 670. CLEAN VEHICLE ENGINE



- 671. CLEAN VEHICLE INTERIOR AND EXTERIOR
- 672. CHECK SERVICE BRAKES FOR PROPER OPERATION
- 673. CHECK STEERING FOR PROPER OPERATION
- 674. CHECK FUEL, HYDRAULIC AND AIR LINES FOR LEAKS OR DAMAGE
- 675. CHECK HAND BRAKE FOR PROPER OPERATION
- 676. CHECK HORN FOR SERVICEABILITY
- 677. CLEAN/DRESS TIRES
- 678. CHECK ENGINE FOR HYDROSTATIC LOCK
- 679. INSPECT TIRES FOR DAMAGE, WEAR AND PROPER INFLATION
- 680. REFUEL VEHICLE
- 681. CHECK FIFTH WHEEL AND TRAILER KING PIN FOR SERVICEABILITY
- 682. ADJUST THE FIFTH WHEEL LOCKING JAWS
- 683. EMPLACE LOWBED WHEEL PROTECTORS AND LOADING RAMPS
- 684. REMOVE AND STORE LOWBED WHEEL PROTECTORS AND LOADING RAMPS
- 685. CHECK REFRIGERATION UNITS ON REFRIGERATION VANS FOR PROPER OPERATION AND TEMPERATURE
- 686. RECIRCULATE FUEL
- 687. INSPECT HOSE REWIND SYSTEM COMPONENTS AND GROUND CABLE RETRIEVERS FOR SERVICEABILITY
- 688. ADJUST FUEL CONTROL VALVES
- 689. OPERATE AUXILLARY ENGINE AND DELIVERY PUMP
- 690. INSPECT FUEL FOR CONTAMINATION
- 691. INSPECT FUEL TANKERS FOR CONTAMINATION
- 692. INSPECT MANHOLE COVERS/FILLER HATCHES FOR SERVICEABILITY
- 693. COMPUTE AND RECORD FUEL CONSUMPTION OF VEHICLES OR AIRCRAFT REFUELED



- 694. SERVICE GO/NO GO FUZES
- 695. DEFUEL AIRCRAFT
- 696. PREPARE VEHICLE DISPATCH SCHEDULES
- 697. ESTABLISH/UPDATE VEHICLE STATUS BOARD
- 698. POST/MAINTAIN VEHICLE STATUS RECORDS
- 699. ASSIGN VEHICLE DRIVERS TO DISPATCH COMMITMENTS
- 700. BRIEF DRIVERS ON DISPATCH COMMITMENTS
- 701. POST ENTRIES IN VEHICLE DISPATCH LOGS
- 702. ANNOTATE VEHICLE TRIP TICKETS WITH SPECIAL DRIVER INSTRUCTIONS
- 703. REVIEW TRIP TICKETS FOR COMPLETENESS
- 704. ISSUE MAPS AND OVERLAYS TO DRIVERS
- 705. COORDINATE ROAD MOVEMENT WITH LOCAL LAW ENFORCEMENT AGENCIES
- 706. ISSUE ROAD CLEARANCES SUCH AS OVERWEIGHT/OVERWIDTH/HAZARDOUS/OVERHEIGHT/OVERLENGTH CARGO
- 707. ISSUE MEAL TICKETS TO DRIVERS
- 708. ISSUE GAS CREDIT CARDS TO DRIVERS
- 709. ESTABLISH DRIVER TRAINING OBJECTIVES
- 710. SCREEN PERSONNEL FOR NECESSARY QUALIFICATIONS TO ATTEND DRIVERS TRAINING
- 711. CONSTRUCT DRIVERS SKILL TEST RANGES
- 712. PREPARE DRIVER TRAINING SCHEDULE
- 713. DRAFT DRIVER TRAINING SOP AND DIRECTIVES
- 714. EVALUATE DRIVER TRAINING PROGRAM FOR EFFECTIVENESS
- 715. ISSUE MOTOR VEHICLE LEARNERS PERMIT
- 716. ISSUE MOTOR VEHICLE OPERATOR IDENTIFICATION CARD (SF 46)



- 717. SUPERVISE PERSONNEL CONDUCTING DRIVER TRAINING
- 718. ASSIGN PERSONNEL TO DRIVER TRAINING
- 719. ADMINISTER/SCORE WRITTEN DRIVING TESTS
- 720. ADMINISTER/SCORE PRACTICAL DRIVING TESTS {HANDS-ON}
- 721. SCHEDULE PERSONNEL FOR REMEDIAL DRIVER TRAINING
- 722. MAINTAIN DRIVER TRAINING RECORDS
- 723. PREPARE DRIVER TRAINING REPORTS
- 724. INSTRUCT/TRAIN PERSONNEL IN RULES OF THE ROAD
- 725. FILE NATIONAL DRIVER REGISTER {NDR}
- 726. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MOTOR  
VEHICLE OPERATION



NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR  
PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES,  
READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE  
TASKS YOU PERFORM.



**PART II - TASK SECTION(CONTINUED)**

**INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED YOU PERFORM**

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

**TIME SPENT**

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

NOTE: THE FOLLOWING PAGE CONTAINS AN EXAMPLE OF TIME RATING TASKS.



# TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

## E X A M P L E S

### QUESTION BOOKLET

### RESPONSE BOOKLET

#### TASK DONE

0001	TASK	●	0 0 0 1	1 2 3 4 5 6 ●
0012	TASK	0	0 0 1 2	1 2 3 4 5 6 7
0035	TASK	●	0 0 3 5	1 ● 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.



**PART IV & V - WRITE-IN/REMARKS SECTIONS**

**INSTRUCTIONS FOR SECTIONS IV AND V OF THE ANSWER BOOKLET**

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND ANSWER BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.